

THE MUNICIPAL LIBRARY & BOOKSTORE

One of the most extensive collections of information on planning, land use, mass transportation, wastewater management and recreation in the state.

SERVICES ESPECIALLY FOR CITY EMPLOYEES

- ♦ Study guides for civil service examinations are available.
- ♦ Employees may recommend work-related books for the library to purchase.
- ♦ Library staff will arrange inter-library loans for books that are not available in our collection.
- ♦ Staff can assist in organizing, storing, microfilming and preserving your departmental records. Call our records management analyst at 768-3766 for more information.

WHAT ELSE SHOULD I KNOW?

Please register before library materials are checked out. Show a photo ID, name, phone number(s) and address. City employees are to provide their names, departments and divisions.

Department of Customer Services
Public Communications Division
558 South King Street
Honolulu, HI 96813



Monday - Friday: 8:00 a.m. - 4:30 p.m.
Closed for lunch: 11:00 a.m. - 12:00 noon

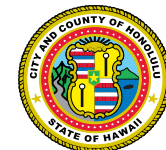
Library, Records Management and Bookstore

Phone: (808) 768-3759
Fax: (808) 768-3769
www.honolulu.gov
www.honoluluref.org

THE MUNICIPAL REFERENCE & RECORDS CENTER



A Brief Guide To Services, Collections and Policies



Kirk W. Caldwell
Acting Mayor of Honolulu

GENERAL SERVICES

The Municipal Reference and Records Center primarily assists City and County employees with research requirements, although many services are available to the general public. The library staff is available to:

- ♦ Answer your reference questions in person, by telephone (768-3759), mail, email (library@honolulu.gov) or fax (768-3769)
- ♦ Show you how best to use the internet for research about local government
- ♦ Help you to find historical information about the City
- ♦ Purchase city publications from the municipal bookstore, including the land use ordinance, plans on sustainable communities and building codes



Dawn Jones
Municipal Librarian

- ♦ **Naty Peralta**
Municipal Bookstore
- ♦ **Anne Pulfrey**
Records Management Analyst

ONLINE SERVICES

- ♦ Public computers are accessible.
- ♦ Our internet card catalog at <http://www.state.hi.us/lrb/card> is combined with libraries at the Supreme Court, Legislative Reference Bureau, and Department of Business, Economic Development and Tourism.

ABOUT THE COLLECTION

The library has more than 34,000 publications, numerous magazine subscriptions and news clippings relevant to local government policies and activities.

As the City and County of Honolulu's depository, all city agencies are required to file copies of their publications in the reference library. Selected magazine articles about Honolulu are indexed in our catalog.

PHOTOCOPYING SERVICES

Charges for photocopying are 50¢ for the first page and 25¢ for each page thereafter.

Overdue fines are 25¢ per item per day, including weekends and holidays.

POLICIES AND PROCEDURES

All library material must be properly checked out. Please register with library staff by presenting a photo identification with your name, phone number(s) and address. City employees must provide their name, department and division.

The loan period is two weeks for books and one week for magazines.

HISTORY OF THE LIBRARY

The Reference Library was established in 1929 as part of the City Planning Commission. In 1976, the library was renamed the Municipal Reference and Records Center, with the additional services for records management, archives and city depository programs.

In 2000, a City Charter amendment added the municipal bookstore operation and moved all programs into the Department of Customer Services.

ABOUT THE BUILDING

The unique, neo-classical building that accommodates the library and bookstore was constructed in 1930 as a bible school for the Hawaii Evangelical Association.

The red brick building is a companion to two older nearby structures built in 1916 and named the Mission Memorial Buildings. They were purchased by the City in 1946 and are listed on the National Register of Historic Places as the only examples of Jeffersonian classical architecture in the State.

